

Citizen Access Portal

Class 1 Online Permit Submittal User Guide

Department of
Code Enforcement
2015

Step 1: Select **Create an Application** under **Permits and Contractors**

REPORTS: For comprehensive case research, the [Case Research Report](#) and [Case Summary Report](#) provide print capability, additional detail, and more historical information for certain cases created prior to March 29, 2010.

SEARCHES: To find specific cases related to Permits, Enforcement, Planning/Historic Preservation, or Health Department, click one of the links below or tabs above.

[Helpful information](#) is also available to assist you with these pages.

Permits and Contractors Create an Application Search Cases Schedule an Inspection	Enforcement Search Cases
Planning / Historic Preservation Search Cases	Health Department Search Cases
Business Licenses Create a Landlord Registration Search Cases	

Step 2: Agree to the terms and conditions

Online Permits Application

Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final permits all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

By selecting the "**Continue Application**" button below, or by accessing or using the Site, User and User's employees, consultants, contractors, and other parties who access the Site using User's password agrees to be bound by and comply with all of the terms and conditions set forth herein. If you do not agree to all of the terms and conditions of this Agreement, (Agreement) do not use or access the Site.

User's permissions to access the Site may allow for the User to grant access, on

☐ I have read and accepted the above terms.

Continue Application »

Step 3: Select your company license number from the drop down list.
 If you do not have a license number this screen will be bypassed.

Select a License

Select a License for this permits application from the list below. The License that you choose determines the type(s) of permits for which you can apply.

* Licenses:

--Select-- ▼

[Continue Application »](#)

Step 4: Select **Structural** as the permit type and choose **Multi-family** or **Non-Residential**

Select a Permits Type

Choose one of the following available permits types. For assistance or to apply for a permits type not listed below please contact us.

Structural ▼

- ☐ Structural - Multi-Family
- ☐ Structural - Non-Residential

[Continue Application »](#)

Step 5: Select your individual agent license number
 Note: This is for license general contractors only

Licensed Professional List

Licensed Contractors

An active Licensed Contractor and associated Agent/License Holder must be entered on this page before proceeding.

Home Owners/Architects/Engineers

Home Owners/Architects/Engineers may proceed to the next page by clicking Continue Application.

[Select from Account](#) [Look Up](#)

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Action
No records found.				

Step 6: Enter the plan contact information.

Note: If you are submitting as the plan contact you can use the **Select from Account** button to copy your previously entered contact information.


Plan Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Continue Application »

Save and resume later: 

Step 7: Enter the address information and click **Must Click Here to Search**.

Click Continue to advance to the next page.

Note: Owner phone number is a required field

Step 2 : Property Details > Property Details

* indicates a required field.

Address

Enter the Street No. and Street Name only for your search criteria and then click the '**Must Click Here to Search**' button.*

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="1200"/>	--Select--	<input type="text" value="madison"/>	--Select--
Unit Type:	Unit No.:		
--Select--	<input type="text"/>		
City:	State:	Zip:	
<input type="text"/>	--Select--	<input type="text"/>	

MUST CLICK HERE TO SEARCH

Clear



Owner

Property Owner: If the Owner information displayed below is not correct for your Project, you should edit the information displayed prior to advancing to the next page with Continue Application.

* Owner Name: ?

* Address Line 1:

Address Line 2:

Address Line 3:

* City: * State: --Select-- v * Zip:

* Phone: ? E-mail:

Step 8: Enter a brief description of the work associated with the permit. Also, indicate whether you are requesting an Accelerated Review.

Project Description: *

* Accelerated Review Request?:

☐ Yes ☒ No

Step 9: Select the permit type. If you are unsure, a definition of the permit of the permit types will appear once selected.

* Permit Type:

Construction/repair which alters/changes the structural components.
Includes: floor plan, new framing, foundation repair, exhaust hood install,
sprinkler system install/modification, roof framing reinforcement, fire damage.

Alteration - Remodel v

Step 10: Fill in the other applicable information. Depending on the permit Type certain field may be required.

*** Permit Type:**

A scope that entails interior remodeling as well as an addition that increases the height, size, floor area or lateral bulk of the existing structure.

Addition & Remodel ▼

Estimated Value:

Flood Case #:

Previous Use of Structure:

--Select-- ▼

of Units:

of Stories in Scope of Work:

Existing Gross Floor Area:

0

Additional Floor Area: ***Value must be greater than 0**

0

Load Bearing Construction Type:

--Select-- ▼

Expiration Date:

 via script

Drop Off #:

Certificate of Appropriateness #:

Structure Type:

--Select-- ▼

Proposed Use of Structure:

--Select-- ▼

Total # of Stories:

Overall Height:

Remodel Floor Area: ***Value must be greater than 0**

0

Total Gross Floor Area:

0

Foundation Type:

--Select-- ▼

Electronic Plan Review:

Yes ▼

Step 11: Select the criteria you would like reviewed as part of the permit. Please do not select criteria slated for a future submittal. Click continue to advance to the next page.

SCOPE OF REVIEW

Foundation:

☐

Interior Finish:

☐

HVAC:

☐

Plumbing:

☐

Hood:

☐

Core & Shell:

☐

Electrical:

☐

Alarm:

☐

Fire Suppression:

☐

Comments:

^

v

IFD Fire Review:

☐

Step 12: Review the information you entered previously. If you want to edit any of the information you supplied earlier, click the **Edit** button next the individual section. Once you are ready to submit, scroll to the bottom of the page to check the certification box and click **Continue Application**.

Authorized to Apply

By using this website, you agree to be subject to the terms and conditions described in this document. You are indicating that you have authority to apply for a building permit as described in the City of Indianapolis Municipal Code, Building Standard and Procedures, Section 536-2-2. Eligibility to Obtain and Apply for a Building Permit. You are also affirming, under penalties for perjury, that the information you are supplying as part of this application are true.


Payment for Permits

Initial fees for the permit will be due upon submission of this application. DCE will not begin review of your application until these initial fees have been paid. All assessed fees must be paid promptly. Additional fees may be assessed and due during various stages of the permit process. Failure to remit payment of fees by the specified due date will result in referral of the unpaid fees.

☒ By checking this box, I agree to the above certification.

Date: 09/02/2015

[Continue Application »](#)

Save and resume later: 

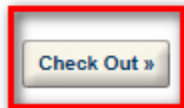
Step 13: Click the **Checkout** button to pay fees

Fees	Qty.	Amount
Application Fee	1	\$32.00
Non-Residential Plan Review Fee	346	\$346.00

TOTAL FEES

Note: Additional fees may be assessed later.

\$378.00



1200 MADISON AVE, INDIANAPOLIS IN 46225

1 Application(s) | \$378.00

► Structural - Non-Residential
 15TMP-010275

\$378.00 [Edit](#)

[Save for later](#)

[Remove](#)

Total amount to be paid: \$378.00

Note: This does not include additional inspection fees which may be assessed later.



Step 14: You will be redirected to the City's payment processing vendor to enter your payment information.

Step 15: Once payment have been received, you will be directed back to the City's permits and cases portal. A confirmation message will display on the portal with you permit number.